

**CITY OF WAUKESHA**  
**RESIDENTIAL FINAL PLAN REVIEW**  
**PLAN COMMISSION CHECKLIST**

- ☐ SUBMITTALS – APPLICATION and fees are due at the time of submittal.
- ☐ DIGITAL COPY – One digital copy of all plans (JPG or PDF) including the colored plans. (No paper copies required.)
- ☐ Written Statement - A written statement containing a general description of the project, including ownership, the number of phases for development, if more than one, the area of each phase, the number of buildings, the number of units, and the number of bedrooms in each unit.
- ☐ Plat of Survey - A plat of survey by a registered land surveyor, showing thereon the exact net area of the site, and of each phase, if more than one phase.
- ☐ Site Plan. An accurate scale map of the proposed development at an engineers scale of at least 1" = 40' showing the following where applicable:
  - ☐ Existing topography referenced to City datum and platted at 2 foot contour intervals, except that five foot intervals may be accepted where warranted by extremes in topography. These contours must extend at least 20 feet onto surrounding properties;
  - ☐ All existing rights-of-way, easements, pavements, structures, utilities, drainage facilities, lot lines and natural features such as wooded areas, streams, ponds, wetlands, and floodplain;
  - ☐ Locations, dimensions and grades of all proposed structures, with each structure referenced to the building plans, and including (on drawing) the locations and grade of all buildings within 100' of property;
  - ☐ Proposed topography showing grading of all proposed roadways, drives, walks, parking areas, and stormwater management facilities;
  - ☐ Locations and identification of all proposed recreation facilities;
  - ☐ Generalized landscaping plan showing areas to be planted and nature of plantings; and
  - ☐ General utility system plans, including sanitary sewer, storm drainage, water distribution, telephone, gas, and electric in sufficient detail to allow evaluation of their adequacy. The developer shall consult with the Engineering Department and the Water Utility for direction.
- ☐ Building Plans. Of sufficient detail to illustrate the architectural character of every building including the following:
  - ☐ Partial building elevation sketches indicating representative materials, finishes, and architectural style, with reference to all sides of every building;
  - ☐ Representative floor plans indicating layout of each floor.
- ☐ Review Fee. A review fee equal to \$300 plus \$15.00 per unit.

Please note: Deadline is the Monday FOUR weeks prior to the meeting.

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF WAUKESHA**  
**RESIDENTIAL MULTI-FAMILY CONSTRUCTION & RENOVATION**  
**SUSTAINABILITY CHECKLIST**

(CHECK ALL THAT APPLY)

SUSTAINABLE SITES	
SITE SELECTION	NOTES
<input type="checkbox"/> Infill: close to transportation & shopping	
<input type="checkbox"/> New Construction: Avoid environmentally sensitive areas	
<input type="checkbox"/> Multi-family: Diversity of land uses in close proximity	
<b>SITE DESIGN</b>	
<input type="checkbox"/> Protect natural resources	
<input type="checkbox"/> Pedestrian connections to services & parks	
<input type="checkbox"/> Site home to optimize of solar resources	
<input type="checkbox"/> Minimize slope disturbance	
<input type="checkbox"/> Chapter 32 permit	
<input type="checkbox"/> Minimize impervious surfaces	
<b>STORMWATER &amp; EROSION CONTROL</b>	
<input type="checkbox"/> Chapter 32 permit	
<input type="checkbox"/> Preserve natural drainage	
<input type="checkbox"/> Minimize impervious surfaces	
<input type="checkbox"/> Roof & rain gardens: us captured stormwater for irrigation	
<b>BUILDING SIZE &amp; LAYOUT</b>	
<input type="checkbox"/> Building dimensions in 2 foot increments	
<input type="checkbox"/> Pre-manufactured trusses	
<input type="checkbox"/> Pre-cut, preassembled, panelized or precast assemblies	
<b>EXTERIOR BUILDING DESIGN</b>	
<input type="checkbox"/> Use overhangs and eaves	
<input type="checkbox"/> Proper metal flashing	
<input type="checkbox"/> Covered & secure area for garbage & recycling	
<input type="checkbox"/> Green roofs or high albedo roofing materials	
<b>MATERIALS &amp; RESOURCES</b>	
<b>REUSED OR SALVAGED MATERIALS</b>	
<input type="checkbox"/> Use salvaged materials from existing site	
<input type="checkbox"/> Products with recycled content	
<b>CONSTRUCTION WASTE MANAGEMENT</b>	
<input type="checkbox"/> Recycle lumber, plastics, metals & roofing materials	
<b>ENERGY &amp; ATMOSPHERE</b>	
<b>ON-SITE RENEWABLE ENERGY</b>	
<input type="checkbox"/> Site Assessment: Solar	
<input type="checkbox"/> Site Assessment: Geo-thermal	
<input type="checkbox"/> Graywater	
<b>INDOOR AIR QUALITY</b>	
<input type="checkbox"/> Proper Vapor Barriers	
<input type="checkbox"/> Radon System	
<b>ENERGY EFFICIENCY SYSTEMS</b>	
<input type="checkbox"/> Size space heating & cooling according to load calculations	
<input type="checkbox"/> Continuous insulation	
<input type="checkbox"/> Air sealing measures	
<input type="checkbox"/> Energy Star rated Windows	
<input type="checkbox"/> Energy Star rated HVAC	
<input type="checkbox"/> Energy Star rated Water Heater	
<input type="checkbox"/> Energy Star Rated Lighting & Appliances	